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**TITLE: COFL-FF-EP-4.4.4-2 Related Definitions Procedure**

**Person responsible:** ESMS Coordinator

**Area of application:** Fleet Fenceline

**Document location:**  
[www.fortlauderdale.gov/ESMS](http://www.fortlauderdale.gov/ESMS)

## Revisions

Rev. No.	Date	Description
001	10/13/15	Added "documents of external origin" definition and further refined "controlled documents" definition.

## Recurring action items

Activity	Responsibility	Frequency
1. Review the ESMS Related Definitions Procedure and verify that defined terms are current, and replace those descriptions that are out of date with current reference and information as necessary to maintain ISO compliance for the ESMS.	ESMS Core Team/ ESMS Coordinator/Program Manager	Annually
2. Present proposed changes for Senior Management at Management Review Meeting.	ESMS Core Team	Annually



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## 1.0 Purpose

- 1.1 The purpose of this procedure is to describe and define the related definitions contained within the documentation of the ESMS.

## 2.0 Scope

- 2.1 This procedure is responsive to element 4.4.4 *ESMS Documentation* of the ISO 14001:2004 standard and covers documents relating to the ESMS for the City of Fort Lauderdale.
- 2.2 This procedure will provide definitions and guidance for documents in the ESMS, which are linked in section 4.0 Definitions.
- 2.3 This procedure applies to paper and electronic environmental documents designated as “controlled” and used for the ESMS of City of Fort Lauderdale. Refer to **COFL-FF-EP-4.4.5-1 Control of Documents** procedure.

## 3.0 Responsibility

- 3.1 The **ESMS Core Team, ESMS Coordinator, Program Manager** are responsible for the development, evaluation, and revisions to this document during the development and implementation of the ESMS.
- 3.2 The **ESMS Coordinator** is responsible for maintaining this document within the ESMS.

## 4.0 Definitions

- 4.1 **Accreditation:** Procedure by which an authoritative body formally recognizes that a body or person is competent to carry out specific tasks.
- 4.2 **Audit Cycle:** The period of time in which the activities in a given site are audited.
- 4.3 **Audit team:** Group of auditors, or a single auditor, designated to perform a given audit; the audit team may also include technical experts and auditors-in-training. Note-One of the auditors on the audit team performs the function of lead auditor.
- 4.4 **Certification:** The ESMS of a company, location, or plant is certified for conformance with ISO 14001:2004 after it has demonstrated such conformance through the audit process.



When used to indicate ESMS certification, it means the same thing as registration.

- 4.5 **Certification body:** A third party that assesses and certifies/registers the ESMS of Organizations with respect to published ESMS standards and any supplementary documentation required under the system.
- 4.6 **Compliance:** An affirmative indication or judgment that the supplier of a product or service has met the requirements of the relevant specifications, contract, or regulation; also, the state of meeting the requirements. In ISO terms, compliance to regulations. Compare with Conformance.
- 4.7 **Conformance / Conformity:** Action in accordance with customs, rules, prevailing opinion. In terms of ISO, conformance to ISO 14001:2004. Compare with compliance. An affirmative indication or judgment that a product or service has met the requirements of the relevant specifications, contract, or regulation; also the state of meeting the requirements.
- 4.8 **Continual improvement:** Enshrined in the published Standards for ESMS is the principle of continual improvement, which is intended to ensure that an organization does not simply adopt an ESMS for cosmetic purposes and thereby remain static, without commitment to reduce its impact on the environment. Continual improvement is the process of enhancing the environmental management system to achieve improvement in overall environmental performance in line with the organizations environmental policy.
- 4.9 **Contract Administrator** – The contract administrator acts as the liaison with the contractor, coordinates and approves work under the contract, resolves any disputes, assures consistency and quality of contractor's performance. The contract administrator will schedule and conduct contractor performance evaluations, document findings and review and approve for payment invoices for work performed or items delivered.
- 4.10 **Controlled document:** Documents controlled by the ESMS so as to be current, authorized, available, and accessible if determined not to be sensitive to the operation. Document control provides a tracking system to ensure these properties are maintained.
- 4.11 **Documents of External Origin:** Documents determined by the ESMS Core Team as necessary for the planning and operation of the ESMS. These documents must be identified and their distribution controlled. This may include equipment and product service / maintenance information, owner's manuals, and installation instructions (either hard copy or electronic).
- 4.12 **Emergency response plan:** A detailed plan that describes the logistics and reporting requirements in the event of fire, erosion or spills.
- 4.13 **Environment:** Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation.
- 4.14 **Environmental Aspect:** Element of an organization's activities, products or services that can interact with the environment.
- 4.15 **Environmental Impact:** Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services.
- 4.16 **Environmental and Sustainability Management System (ESMS):** A management approach, which enables an organization to identify, monitor and control its environmental



aspects. An ESMS is part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.

- 4.17 **Environmental Management System Audit:** A systematic documented verification process of objectively obtaining and evaluating evidence to determine whether an organization's environmental and sustainability management system conforms to the environmental management system audit criteria set by the organization, and for communication of the results of this process to management.
- 4.18 **Environmental Objective:** Overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable.
- 4.19 **Environmental Performance:** Measurable results of the environmental management system related to an organization's control of its environmental aspects, based on its environmental policy, objectives and targets.
- 4.20 **Environmental Policy:** Statement by the organization of its intentions and principles in relation to its overall environmental performance, which provides a framework for action and for the setting of its environmental objectives and targets.
- 4.21 **Environmental Target:** Detailed performance requirement, quantified where practicable, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.
- 4.22 **ESMS Core Team:** The original team trained over the year to draft and implement the original ESMS.
- 4.23 **External Communication:** Communication, through written or verbal means, with entities external to the organization.
- 4.24 **Fleet Fenceline:** The area in which the organization chooses to implement its ESMS – a department, division or specific operation.
- 4.25 **Fleet Fenceline Team (FF Team):** The team responsible for the ESMS system is made up of Program Manager, Area Supervisors, Contractors, ESMS Coordinator and Environmental Services Manager or representative.
- 4.26 **Form:** A document developed for the purposes of facilitating the collection, storage, and/or interpretation of information. Note: A blank form is not a record.
- 4.27 **Hazard:** A source of potential harm or damage, or a situation with potential for harm or damage.
- 4.28 **Influenced Environmental Aspect:** Element of an activity, product, or service that is not under the direct management control of the organization, however, the environmental performance can be influenced by the organization. (e.g., Pesticides used by the contracted grounds keepers can be influenced by procurement conditions and specifications.)
- 4.29 **Interested Party:** Individual or group concerned with or affected by the environmental performance of an organization.



- 4.30 **Internal Communication:** Communication, relayed by written or verbal means, within the organization and its internal entities.
- 4.31 **Internal Environmental Audit:** A systematic, documented, periodic and objective review of an organizations operations that relate to meeting the environmental requirements.
- 4.32 **ISO:** The International Organization for Standardization (ISO) is a worldwide federation of national standards bodies from some 140 countries, one from each country. ISO is responsible for the development of ISO 14001:2004.
- 4.33 **ISO14001:2004:** An international voluntary standard for environmental management systems. This is one standard in the ISO 14000:2004 series of International Standards on environmental management.
- 4.34 **Lead Auditor:** Person qualified to manage and perform ESMS audits.
- 4.35 **Long Term Corrective Action:** The best permanent action that when implemented with appropriate controls, assures that the root cause of the non-conformance finding is eliminated.
- 4.36 **Management Representative:** The clearly identified ESMS team leader who has responsibility for the ESMS from start to finish and has the designated authority of City Manager to get the job done.
- 4.37 **Management Review Team:** The team is comprised of the City Manager, Management Representative, ESMS Core Team, Environmental Services Manager and Fleet Fenceline Department Directors and/or Assistant Directors and the Structural Innovation Manager.
- 4.38 **Non-conformity:** The non-fulfillment of a specified requirement. Any or all of the following: a) one or more ESMS requirements have not been addressed; or b) one or more ESMS requirements have not been implemented; or c) several nonconformities exist that, taken together, lead a reasonable auditor to conclude that one or more ESMS requirements have not been addressed or implemented.
- 4.39 **Objective Evidence:** Verifiable evidence based on qualitative or quantitative information, records, or statements of fact.
- 4.40 **Observation:** A practice, while not in strict violation of ESMS requirements, may constitute a poor practice that can lead to a nonconformance
- 4.41 **Obsolete documents:** A document no longer in general use, discarded or out of date, or a previous version of a revised document.
- 4.42 **Prevention of Pollution:** Use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution.
- 4.43 **Preventive Action:** If it is determined that similar, non-conformance findings can occur in other areas, preventive actions are taken to arrest their recurrence.
- 4.44 **Pollution Prevention:** Any activity that reduces or eliminates pollutants prior to recycling, treatment, control or disposal.
- 4.45 **Record:** Objective evidence generated as a result of an activity, product or service. This includes training records, environmental performance data, audit results, and





management review results. A completed form such as a log of disposed hazardous drums is considered an environmental record. The blank form is a controlled document.

- 4.46 **Registrar:** Third party, which audits and registers the environmental management system of an organization with respect to the ISO 14001:2004 environmental management system standard.
- 4.47 **Senior Management Staff:** Senior or top management may include the group responsible for facility operations. This group may include, but is not limited to, City Manager, and senior staff managers.
- 4.48 **Significant Aspect:** An aspect that has or can have a significant environmental impact.
- 4.49 **Short-Term Corrective Action:** Actions taken to immediately contain and isolate the effect of the problem created by a non-conformance finding. Short-term corrective action is to be implemented within 72 hours. Short-term corrective action may not be warranted in all situations.
- 4.50 **Stakeholders:** Those groups and organizations having an interest or stake in a organization's ESMS program (e.g., regulators, shareholders, customers, suppliers, special interest groups, residents, competitors, investors, bankers, media, lawyers, geologists, insurance companies, trade groups, unions, ecosystems and cultural heritage).
- 4.51 **Verification:** The act of reviewing, inspecting, testing, checking, auditing, or otherwise establishing and documenting whether items, processes, services, or documents conform to specified requirements.
- 4.52 **Visual Aid:** A document developed for the purposes of facilitating the collection, storage, and/or interpretation of information.

## 5.0 Process

- 5.1 This document describes, in section 4.0 above, the related definitions pertaining to the ESMS and the **City of Fort Lauderdale**.
- 5.2 This document will contain general ESMS terms as well as terms and acronyms specific to the operations of **City of Fort Lauderdale** within the defined scope of the ESMS.

## 6.0 References / Related Documents

- 6.1 COFL-FF-EP-4.4.5-1 Control of Documents Procedure
- 6.2 COFL-FF-ED-4.4.3-4 Documentation Annual Review Maintenance

